

TAB

Chief, Fiscal Division

30 March 1955

Walter Burk, Management Staff

**Internal Rearrangement of Branch Areas**

1. It is recommended that the Fiscal Processing Branch and the Claims Branch be placed adjacent to one another in Wing C and the Accounting Branch be moved to the space now occupied by FFB.
2. The purpose of this recommendation should be obvious. The functions of Claims and Fiscal Processing Branches are closely allied. Reference back and forth is frequent. This factor will be intensified by greater concentration of records, including contracts, in FFB. Many man-hours would be saved in reference, search and transmittal time. The mail desk would be centrally located for delivery and receipt of incoming and outgoing material.
3. To gain the maximum amount of floor area in Wing C the present partitions in the rear of the wing should be removed.
4. In making this recommendation it is fully appreciated that the Accounting Branch have need for reference and research to data held by both the Claims and Fiscal Processing Branch but the degree in importance is minor in comparison to the situation outlined above. Likewise, the physical layout and construction limitations of the building places a limit on changes that can be considered.

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Supporting Comments

1. The matter of space. Wing "C" has a depth of 104 ft. Sixty (60) feet only is needed to provide sufficient desk space to house the combined personnel of 20. This leaves 44 additional feet to weave in the various files needed by the two Branches. The Accounts Branch would be moved to Wing "D" where adequate space is available.
2. At present, the Claims Branch and Fiscal Processing Branch have a daily average of 33 trips a day between branches plus the regular routine trips of the mail clerk. The distance from the middle of Wing "D" to the middle of Wing "C" is approximately 184 feet or 368 feet a round trip. Carrying these calculations further, you arrive at a total distance for clerk travel each day of 12,144 feet. By having the two branches in question in the same wing, a distance of approximately 9,000 feet of daily travel would be eliminated. The man hours savings would go far beyond just the travel time back and forth. There is the human weakness of stopping to talk with other personnel while in route. It is believed that an average saving of at least 10 minutes a trip would be realized for each of the 33 clerks, or total daily savings of  $5\frac{1}{2}$  man hours.
3. By this change the mail desk will be equal distance between the Payroll Branch and the Accounts Branch and adjacent to the Travel Branch. This will facilitate mail deliveries and permit the mail girl more time to carry out the many other duties now assigned to the desk.
4. The Fiscal Division is so organized that the line of command at present extends from the Chief of the Division, to the Deputy, down to the Chief of the Accounts Branch. The physical layout recommended would group the individuals that constitute the Divisional line of administrative authority together permitting coordination with a minimum of interference in the performance of normal responsibilities.

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